

Law Enforcement

Aircraft History and Maintenance Records

LRDA Number 20071684

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history and maintenance of helicopters or fixed wing aircrafts used by law enforcement. This series may include but is not limited to records documenting the total time in service of the airframe; engine; each propeller; rotor and similar mechanical parts, the current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.	Records of maintenance, preventative maintenance, and alteration- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For records of 100-hour, annual, progressive, or other FAA required or approved inspections- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For all other records retain until the aircraft is sold or no longer in service.	When an aircraft is sold, all records relating to the aircrafts airworthiness (See 14 CFR 91.417(b)(2)) must be transferred to the new owner.	14 CFR 91.417(b)(2), 14 CFR 91.417(b)(1), NAC 239.165 (1)(2)	If an aircraft is involved in an accident or incident subject to investigation by the National Transportation Safety Board (NTSB), all records described in 14 CFR 91.417(b)(2), and those that have not been destroyed according to the retention period given, must be retained until the NTSB takes custody of the records or a release is granted by an authorized representative of the board. In addition, any records or reports, including internal memoranda, dealing with the accident or incident must be retained until authorized by the NTSB to the contrary.

Alarm Contact Records (Responsible Persons)

LRDA Number 20071458

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of alarm registration records, emergency contact lists, and similar records. These records are used to contact a business or residential owner if the business is vandalized or damaged. It also allows the officer to contact the alarm company to have an alarm shut off or reset after responding.	Two (2) calendar years from the date the list is updated or no longer in use.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

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Automated License Plate Reader/Recognition (ALPR) Records

LRDA Number 20121883

Description	Minimum Retention Period	Disposition	Legal Citations	Note
<p>This record series consists of data captured by an ALPR and stored in the device's memory or in a separate data storage device or system. An ALPR is an investigative tool that uses a specialized camera hooked to an in vehicle computer. The image on license plates are scanned and matched with an on-board, real-time database. This database can be set with flags for vehicles that have been identified as stolen, wanted for Amber Alerts, wanted for various investigations and similar activities.</p> <p>Data may include but is not limited to, recorded image of a scanned license plate and optical character recognition data, a contextual photo (i.e., a photo of the scanned vehicle and/or occupants), global positioning system ("GPS") or other location information, date and time of the scan, laptop information, officers name, and similar data.</p>	<p>One (1) calendar year from the calendar year to which the data pertains.</p> <p>Data/photo's used as evidence in criminal or civil actions should be removed from the device/system and filed with the applicable case file.</p>	<p>This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>	<p>None</p>	<p>None.</p>

Auxiliary Police Files

LRDA Number 20070789

Description	Minimum Retention Period	Disposition	Legal Citations	Note
<p>This record series consists of documents related to the employment of auxiliary law enforcement officers or temporary special deputies. This series includes records of citizen academies for law enforcement volunteers.</p>	<p>Ten (10) calendar years from the end of the calendar year to which the files pertain.</p>	<p>This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.</p>	<p>NRS 477.014, 239.165</p>	<p>None.</p>

Background Investigations (Citizen Requested)

LRDA Number 20181977

Description	Minimum Retention Period	Disposition	Legal Citations	Note
<p>This record series consists of citizen requested local criminal history checks on themselves. Series may contain but is not limited to criminal history request forms, authorization and release forms, law enforcement response, information gathered from criminal background check (if applicable), related correspondence and similar documents.</p>	<p>Retain until the completion of the request.</p>	<p>This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>	<p>NAC 239.165</p>	<p>Individuals who wish to contest the investigation findings must do so at the court level.</p>

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Background Investigations (Internal)

LRDA Number 20141893

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background investigations of new or potential peace officers, civilian employees, volunteers, interns, contracted workers, and professional visitors. Series may contain but is not limited to employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3) (d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1) (2)	None.

Bail, Records of (copies)

LRDA Number 20070790

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a defendant's posting of bail. This series may include but is not limited to copies of bail bond undertaking, record of the insurance, correspondence and related documents.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 178.484, NAC 239.165 (1)(2)	None.

Bicycles

LRDA Number 20070791

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the licensing of bicycles. This series may include but is not limited to application for license or registration, records documenting issuance of license, license plate, tags, sticker or any other type of identification approved by the local government, the name and address of the person to whom registered and/or licensed, the maker, the manufacturer's serial number, the number of each license issued, the date issued, copies of receipts for fees collected, and similar documents.	Retain license information for a minimum period of two (2) calendar years. Retain receipts for payment of registration and/or licensing fees until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

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Billings, Casino Records Checks

LRDA Number 20070794

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the billing of casinos for records checks done at their request.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Bolo Books \ Bulletins from Other Agencies

LRDA Number 20071454

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains bulletins, circulars and similar records received from federal, state, and local law enforcement agencies. Usually contains descriptions and photographs of wanted individuals, missing persons, or stolen property.	Until superseded, obsolete, or until no longer administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Booking\Re-Booking Records, Jails and Stations

LRDA Number 20070793

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information may include but is not limited to name, case number, sex, date of birth, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, alias, driver's license number, occupation, next of kin and address, booking officer's name, current date, charge data, medical data, release date, time, arresting officer, and related data. This series may also contain booking tapes (audio/ audio visual tapes and disks) related to the booking.	Two (2) calendar years, add copy to inmates' file or incident/crime report. Retain booking tapes for a minimum period of one (1) calendar year.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

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Calibration of Breath-Testing Device Records

LRDA Number 20121836

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents that the calibration of breath-testing devices used by law enforcement agencies conform to the regulations of the Nevada Commission on Testing for Intoxication. Records may include but are not limited to calibration verification records, monthly accuracy tests, operator certifications, certified forensic analyst of alcohol reports, chronological device testing reports, response to breath testing samples, maintenance and repair reports, various forms, related correspondence and similar records.	Six (6) calendar years from the date of calibration.	NAC 484C.120(1) Evidential breath-testing devices used by law enforcement agencies must be calibrated by a certified forensic analyst of alcohol at least once within the 90 days immediately preceding the date on which the device is used to test a person's breath.	NRS 484C.600 to NRS 484C.630, NAC 484C.050 to NAC 484C.150, NAC 50.045, NRS 11.190 (1)(a)	NAC 484C.070(1) Preliminary breath-testing devices used by a law enforcement agencies must be calibrated by the agency or a certified forensic analyst of alcohol at least once a year.

Case Assignments, Log Books

LRDA Number 20070796

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents case assignments and may contain but is not limited to log books or similar records containing information on date case assigned, to whom case assigned, control or case number, date reported, crime, victim, suspect, background information on case and related information.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	These may be in hardcopy or electronic form and are often used to control or track the status of work.

Cases Referred to District or City Attorneys

LRDA Number 20070799

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases referred to the District or City Attorney for advice or prosecution.	Six (6) calendar years from the date of final action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190(1)(a), NAC 239.165 (1)(2)	None.

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Civil Protective Custody Records

LRDA Number 20071745

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on individuals placed in civil protective custody by a peace officer. These individuals have been found in a public place under the influence of alcohol, in such a condition that they are unable to exercise care for their health or safety or the health or safety of other persons. This series does not pertain to arrests/citations.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 458.250 to 458.280, NRS 11.190 (3)(d), NRS 11.190 (4)(a), NRS 11.190 (4)(e)	None.

Community Notification Records

LRDA Number 20071460

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of schools, organizations, and individuals that a sex offender has established a permanent or temporary residence within the community. This series may include but is not limited to current photograph of the offender, a complete description of the offender, name and all aliases which offender has used or under which offender has been known, each offense listed under NRS 179D.620 for which the offender has been convicted, and a brief description of the circumstances of the crime, including but not limited to the month and year when any such offenses were committed, and the age and sex of any victim, a general description of the geographic area where any such offense was committed, the name and location of any penal institution from which the offender was paroled, a general location of the offender's residence and workplace, the description and license number of any vehicles owned or regularly operated by the offender, and the location and telephone number of the parole and probation office responsible for supervising the offender, if the offender is under supervision.	Death of the offender (if known) or ten (10) calendar years after offender is relieved from community notification requirements, or ten (10) calendar years after offender no longer resides in the community.	Records in this record series may contain confidential (victim) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.600 to NRS 179D.800, NRS 179D.850, Sex Offender Community Notification Guidelines (Office of the Attorney General), NAC 239.165 (1)(2)	None.

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Community Service Programs

LRDA Number 20070803

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents law enforcement involvement in community service programs such as DARE, Crime Stoppers, Neighborhood Watch, Explorer Program, and similar programs.	One (1) calendar year after the end of program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)

LRDA Number 20121841

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to administer and document the issuance of concealed weapons permits to retired law enforcement officers. The "Law Enforcement Officer's Safety Act of 2004" also known as HR-218 allows full-time active duty and retired law enforcement officers who are carrying the identification required to carry concealed firearms across state lines. A requisite for retired law enforcement officers is that they must annually meet their State's standards for firearms training and qualification for active duty law enforcement officers to carry firearms. This series may contain but is not limited to HR-218 information packet, firearms certification form, photographic identification, retirement qualification and waiver form, agency conformation letter, records documenting the applicant's payment of fees, correspondence and related documents.	Two (2) calendar years from the expiration, renewal, denial, or revocation of the permit.	This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	HR 218, 18 USC section 926C, NRS 202.3678, NRS 11.190 (4)(e), NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2)	None.

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Concealed Weapons Permits

LRDA Number 20070804

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to administer and document the issuance of concealed weapons permits by county sheriffs. This series may contain but is not limited to application for permit, certificate or other documentation which documents that the applicant has successfully completed a course in firearm safety, applicant personal information including fingerprints and photograph, applicant's signature, records of investigation of applicant, information on the make, model and caliber of each firearm to which the application pertains, various forms, records documenting the applicants payment of fees, correspondence and related documents.	Ten (10) calendar years from the expiration, renewal, denial, or revocation of the permit.	This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 202.3653 to NRS 202.369, NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2)	None.

Confidential Source Records

LRDA Number 20071416

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information about informants used by law enforcement. This series may include but is not limited to number assigned to informant, informant and case officer names, photos, criminal history (if any), fingerprint cards, signature cards, letters of understanding on informant activities, reference to origins of the contact, reports of information supplied by informant, any payments made to informant, correspondence and related records.	Three (3) calendar years after informant is no longer active.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 49.335 to NRS 49.375, NRS 213.1513, NRS 463.144, NRS 11.90(3)(d), NAC 239.165 (1)(2)	None

Crime Prevention Program Records

LRDA Number 20070806

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents crime prevention programs provided by law enforcement to enhance communication and partnerships between law enforcement and citizens. This series may contain but is not limited to training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, audio/visual presentations, maps, brochures, pamphlets, guides, and similar documents. Subjects may include neighborhood watch, home security, shoplifting prevention, school safety, alarm compliance & inspection, crime stoppers, block watch, business watch, and similar programs.	One (1) year after program is discontinued.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

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Criminal Citations

LRDA Number 20071730

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents criminal citations issued by law enforcement. This series usually includes date, time, location of violation, nature of offense, individuals name, address, occupation, driver's license or identification number, violation code, citation number, officer's name, and signature of person receiving citation.	Three (3) calendar years from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.1773 to 171.1778, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	If the individual is fingerprinted and those fingerprints are sent to the Central Repository for Nevada Records of Criminal History the records must be retained for the same retention period as the Incident/Crime Report Record Series. (LRDA # 2007-822)

Criminal Intelligence Research and Statistical Records

LRDA Number 20121844

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document research and analysis where a person was associating with a subject suspected of criminal activity. Records may include but are not limited to personal identifying information, data sources, intelligence reports, maps, diagrams, photos, blueprints, etc., access and dissemination log, risk assessments, related correspondence, and similar documents.	Retain these records for no longer than five (5) calendar years from the date of last validation.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 23.20 (h), 28 CFR 23.20, 28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Department Reports

LRDA Number 20070786

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. This series applies to various duties such as dispatch, confinement, investigation, and patrol. Records may include but are not limited to various activity reports (officer reports, watch commander logs, office operations reports, reports of alarm responses, etc.), various statistical reports (such as reports tracking the number of arrests, cases worked, citations issued, work cards issued, hours worked, etc.), various special reports (such as reports of open cases, cases closed, lists of control numbers, incidents by beat, review of offenders, activity at location, etc.), and similar reports and activity indicators.	Retain annual reports Permanently. Retain other activity, statistical, and special reports (not scheduled elsewhere in this section) for two (2) calendar years from the year created, these reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information.	Some reports in this record series may contain confidential or restricted information. Non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 280.190, NRS 11.190 (4)(a)(e), NRS 239.051, NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and for briefing subsequent shifts or activities.

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Dispatch (Communications) and Emergency Call Records

LRDA Number 20161922

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the recording of radio communications at law enforcement dispatch centers and subsequent response activities. Records may include but are not limited to computer printouts, dispatch transmission logs or reports, and audio recordings. Information may include caller's name, address, and telephone number, details of incident or complaint, dispatchers name, which officer responded and when, and incident disposition. This series may also include reverse 9-1-1 calls and text to 9-1-1 messages.	Retain dispatch logs or reports for a minimum period of Two (2) calendar years from the date of the dispatch. Retain audio recordings for a minimum period of ninety (90) days from the date of the recording.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(e), NRS 707.500, NRS 239B.030	None.

Equipment Violations

LRDA Number 20070811

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inspections of the mechanical condition or equipment of vehicles by peace officers or inspectors. This series may include but is not limited to driver information, type of vehicle, license information, records documenting inspection, citation or notice of violation, evidence of correction of violation, and similar documents.	Two (2) calendar years after issuance of citation or notice of violation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484D.560 to NRS 484D.580, NRS 706.235, NRS 484A.680, NAC 239.165 (1)(2)	None.

Evidence Vault Inspection Reports

LRDA Number 20071385

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection and inventory of evidence vaults, and includes spot checks and annual inspections.	Three (3) calendar years from the date of last inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

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Explorer Program Participant Records

LRDA Number 20161934

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This volunteer program gives young men and women ages 14 to 20 a unique hands-on chance to determine if they want to pursue a career in law enforcement or a related field in the criminal justice system. Its mission is to offer a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. This series may contain but is not limited to applications, background investigations, parental consent forms, liability release forms, medical waivers, meeting attendance records, examination records, program rules and regulations, fee payment records, and records of participation in community service activities.	Three (3) calendar years after the individual is no longer participating in the program.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Fee Records

LRDA Number 20070813

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection. Fees may include but are not limited to work permit fees, fingerprinting fees, photograph sales fees, report/case copy fees, background and license fees, and criminal history check fees.	Until completion of annual audit.	Records in this record series may be used to create quarterly financial statements. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 258.190, NRS 248.310	None

Field Interrogation Reports

LRDA Number 20071457

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of informational reports written by a peace officer related to individuals (including gangs), events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, correspondence, and related data.	One (1) calendar year from the date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

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Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History

LRDA Number 20070815

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are usually cards containing fingerprints, palm prints, toe prints, and other personal identifiers. Information often includes name, address, date and place of birth, social security number, alias, occupation, employer, name of individual taking prints, and related information.	Until no longer useful to the agency.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Firearm \ Weapon Discharge Reports

LRDA Number 20070883

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of firearm/weapon discharges by law enforcement officers while in the line of duty. This series may contain but is not limited to use of force incident reports, investigation records, ballistic and other tests, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information.	For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NAC 239.165 (1)(2)	These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Firearms: Qualification Records

LRDA Number 20070817

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history of firearm proficiency and qualification by individual law enforcement officers.	Three (3) calendar years from date of last testing.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.510, NRS 289.550, NAC 289.230, NAC 289.240, NAC 289.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

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Firearms: Registration and Inventory

LRDA Number 20070816

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and inventory of the firearms and weapons of law enforcement agencies. Information may include but is not limited to information on individual weapon is assigned to (such as name, badge or ID number, department or division) registration information (such as weapon type, make, model, serial number), and inventory information (such as total number of weapons, value), records documenting weapons signed out, records documenting weapon reassignment or transfer, records documenting weapon disposition, forms, lists, correspondence and similar documents.	Three (3) calendar years after the reassignment, transfer, or disposition of the weapon.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.625, NAC 239.165 (1)(2)	None.

Henry Files

LRDA Number 20161939

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of inked fingerprint cards which were/are filed according to the Henry Classification Filing System. The Henry classification filing system has been replaced by the Automated Fingerprint Identification System (AFIS) and is generally no longer used by local law enforcement except for training purposes. These "Henry" fingerprint cards are now considered by many law enforcement agencies to be an obsolete record series.	Destroy the Henry fingerprint cards when no longer needed for administrative or training purposes.	These fingerprint cards should be destroyed in a secure manner that will prevent their reconstruction.	NRS 239B.010	None.

Impound/Abandoned Vehicle Case Files

LRDA Number 20071464

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the retrieval, storage and disposition of abandoned or impounded vehicles. The files usually include notification of abandonment, identifying information (such as make, model, plate number, identification number, year, color, condition), owner information (if known), officer information, impoundment documents, towing report, correspondence related to action taken, storage information, required notices, appraisal documents, vehicle disposition records, records related to fees and payments, and similar documents.	Three (3) calendar years from the return, disposal, or sale of the impounded vehicle.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 487.205 to NRS 487.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None

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Incident/Crime Files (Arrest Made)

LRDA Number 20071731

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files contain information from investigation of a crime through to an arrest. This record series may include but is not limited to investigation files, case narrative, investigative notes, arrest information, coroner's report, autopsy report, victim information, witness statements, fingerprint cards, crime lab requests and results, photos, recordings, diagrams, complaint reports, field notes, officer notes, background material, contact information, NCIC reports, suspect information, suspect statement, criminal history information, search warrants, line-ups, arrest and booking records, subpoenas and prosecution reports, copies of court documents, bulletins, teletypes, news releases, disposition, correspondence and related records.	Retain this series for the duration of the statute of limitations on the underlying charge or until ordered destroyed by a court of record.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.080 to NRS 171.100, NRS 200.010 to NRS 200.260, NRS 200.377 to NRS 200.3774, NRS 200.5095, NRS 193.140, NRS 171.1773 to NRS 171.1778, NRS 484A.680, NRS 484A.700, NRS 484B.527, NRS 484D.560 to NRS 484D.580, NAC 239.165 (1)(2)	NRS 1.020 Courts of record. The following courts are courts of record: The Supreme Court, The Court of Appeals, the district courts, the justice courts, and the municipal courts (a) In any case in which a jury trial is required, or (b) If so designated pursuant to NRS 5.010.

Internal Affairs Files

LRDA Number 20070788

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents administrative investigations of peace officers and may include but is not limited to cause statements, complaint, transcript of interviews, hearing records, officers reply, audio and/or visual recordings, polygraphist records, findings and recommendations, correspondence and related records.	Three (3) calendar years after resolution.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Interstate Identification Index (Triple III) Log

LRDA Number 20071456

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The III system is an interstate/Federal-State computer network that provides the means of conducting national criminal history record searches to determine whether a person has a record anywhere in the country. This record series documents inquiries of the III system database.	One (1) calendar year from the date of inquiry.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 20.30 to 28 CFR 20.38, NAC 239.165 (1)(2)	None

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Investigation Files

LRDA Number 20101830

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations of criminal offences, traffic offences, missing persons, accidents, and other significant events requiring law enforcement response.	For investigations resulting in arrest: File with applicable incident/crime report. For investigations not resulting in arrest: Retain until statute of limitations for offense being investigated expires.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.080 to 171.095, NAC 239.165	None.

Jail Inspection Report or Log

LRDA Number 20071503

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of cells, common areas, kitchens and other work areas of jails and detention facilities by the health authority.	Six (6) calendar years from the date of the report or log.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 444.335, NAC Chapter 211, NAC 239.165 (1)(2)	None.

Jails: Commissary and Kitchen Records

LRDA Number 20070825

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the routine operations and control of jail commissary, kitchens, and canteens. This series may include but is not limited to commissary reports, food logs, meal counts, meal plans, order forms, accounting records, inventory control documents, supply reports, use reports, copies of purchase orders or requisitions, invoices, receipts or vouchers, balance sheets, and similar documents.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 211.360	None

Law Enforcement

Jails: Incident Reports

LRDA Number 20070827

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of incidents in, or on the grounds of, jails or detention facilities. This series may include but is not limited to records documenting the investigation of the incident, description of incident, persons involved (if known), date and time of the occurrence, accident reports, damage assessments, medical reports, witness statements, actions taken, arrest reports, summary reports, correspondence and related documents.	Two (2) calendar years from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 212.190, NRS 212.070, NRS 211.020, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	Incidents may involve employees, inmates, visitors, and others. If an incident results in a criminal investigation and arrest, a the incident report should be added to the arrested individuals case file.

Jails: Inmate Abandoned Property Report or Log

LRDA Number 20071501

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports or logs of personal property abandoned upon an inmates transfer or release. This series may include but is not limited to property identification records, property tags, inmate personal information, reports submitted to the State Treasurer, correspondence, and records documenting the final disposition of the property.	Three (3) calendar years from the date of the report or log.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.625, NAC 239.165 (1)(2)	None.

Jails: Inmate Activity Requests

LRDA Number 20071500

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of logs or forms documenting an individual inmates request to attend church; educational classes; and self-improvement programs such as Alcoholics Anonymous and Narcotics Anonymous.	Two (2) calendar years from the date of log or form.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 211.120, NRS 211.210 to 211.220, NRS 11.190 (4)(a), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None

Law Enforcement

Jails: Inmate Case Files

LRDA Number 20070828

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document information on individuals confined in a jail or detention facility. This series may contain but is not limited to inmate identifying information, reports and records of inmate criminal history, fingerprint cards, mug shots and other identifying photographs, information sheets, admittance and assessment records, date of entry / release records, behavioral information, incident and disciplinary reports, gang affiliations, copies of police reports, copies of arrest records, information gathered from case files, treatment plans, educational records, work release records (if applicable), pre-release agreements, release or transfer records, copies of court documents, orders, standard forms, correspondence, and other relevant information concerning the arrest and confinement of an inmate.	Eighty-five (85) calendar years from the inmate's date of release or transfer; or five (5) calendar years from the confirmed death of the individual, whichever is first.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179A.070, NRS 179A.075, NRS 179A.100, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Jails: Inmate Funds, Records of

LRDA Number 20070829

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records provide an accounting of individual inmate's funds maintained by the jail or detention facility for use of those inmates. Records usually include the inmates name and number, date, and records documenting deposits, withdrawals, purchases and receipt.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 211.380	None

Jails: Inmate Grievances

LRDA Number 20161925

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series provides documentation of the investigation into any grievance filed by an inmate. Information may include but is not limited to name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, results of the investigation, grievance findings, and final action.	Three (3) calendar years following the final disposition of the grievance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Civil Rights of Institutionalized Persons Act (CRIPA), 42 USC 1997, 28 CFR 40.10	None.

Law Enforcement

Jails: Inmate Mail Log or Report

LRDA Number 20071502

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the mail sent and received by inmates, indicating who the mail is from and to, and if it is acceptable to give to the inmate while incarcerated.	Two (2) calendar years from the date of the log or report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(a)	None

Jails: Inmate Medical Records – Youth

LRDA Number 20181992

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical treatment given to inmates. This series may contain but is not limited to treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.	Retain these records until the individual attains the age of 23.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 1003.1570, NRS 211.140, NRS 629.021to 629.061, NAC 239.165 (1)(2)	None.

Jails: Inmate Medical Records-Adult

LRDA Number 20070843

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical treatment given to inmates. This series may contain but is not limited to treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.	6 (six) calendar years from the date of receipt or production of the record, whichever is later.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 1003.1570, NRS 211.140, NRS 629.021to 629.061, NAC 239.165 (1)(2)	None.

Law Enforcement

Jails: Inmate Work Program Records

LRDA Number 20070833

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer inmate work programs. This series may contain but is not limited to inmate information, offense information, skills assessments, screening documentation, selection or rejection information, work assignment information, copies of work release agreements, salary information, related program reports, correspondence and similar documents.	Three (3) calendar years from the year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 211.210 to 211.230, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Jails: Kitchen Inventory List

LRDA Number 20071656

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of an inventory of all small utensils and equipment used in the kitchen.	Three (3) calendar years from the date of the list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Jails: Register

LRDA Number 20070830

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides summary information on inmates currently committed to a jail or detention center. Information in this series usually includes the name of inmate, age, gender, date of birth, intake number, offense, date of commitment and by what authority, term of confinement, date of release or transfer, and similar information.	Five (5) calendar years from the date of the register.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 248.050, NRS 211.030, NRS 211.090, NAC 239.165 (1)(2)	None.

Jails: Release Orders

LRDA Number 20070831

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are orders for the release of individuals from the custody of jails or detention centers. Release orders usually include individuals name, number, order date, court information, any conditions of release, judge's signature, and similar information.	Three (3) calendar years from date of release, and add copy to inmate's file.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Law Enforcement

Jails: Roster of Inmates

LRDA Number 20070832

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a roster or population report of the inmates currently incarcerated in a jail or detention facility.	Ninety (90) days after roster is updated.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Jails: Suicide Threat \ Precaution Records

LRDA Number 20071505

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the action taken when an inmate is deemed to be suicidal or has special management needs. This series may include but is not limited to watch reports, shift change reports, reports documenting the emotional state of the inmate, and reports documenting the precautions taken.	Three (3) calendar years from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

Jails: Video Recordings

LRDA Number 20141886

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of video recordings used to maintain surveillance of inmate activities within the jail/detention facility. They contain footage of daily inmate activity, orientation, and disturbances. They may also contain physical building orientation and security practices.	Sixty (60) days from the date of the recording.	This record series may contain restricted or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Jails: Visitors Log

LRDA Number 20070834

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information about visitors to inmates confined in an agency correctional facility. This series may include but is not limited to logs, visitor cards, request slips, and similar records. Information often includes date, time in, visitor's name and address, visitor's signature, object of visit, time out, and related information.	One (1) calendar year from the date of last entry in the log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 211.140	None

Law Enforcement

Juvenile Incident/Crime Reports

LRDA Number 20070835

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document information on juveniles investigated and/or arrested by law enforcement. This series may contain but is not limited to: arrest reports, reports and records of juveniles criminal history, juveniles identifying information, parent or guardian information, fingerprint cards, mug shots and other identifying photographs, information sheets, behavioral information, incident reports, police reports, booking information, court documents, standard forms, associated documentation, and related correspondence.	Permanent, sealed at age twenty-one (21) or prior by court order.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.100 to 62H.170, NAC 239.165 (1)(2)	NRS 62H.140: Automatic sealing of records when child reaches 21 years of age; exception. Except as otherwise provided in NRS 62H.130 and 62H.150, when a child reaches 21 years of age, all records relating to the child must be sealed automatically.

K-9 \ Horse Management Records

LRDA Number 20071255

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the management of police force K-9s and horses. This series may contain but is not limited to information on certification, history, status, animal's health, training records and logs, incident reports, handling officer's information, correspondence, related forms and similar documents.	Two (2) calendar years after the end of animal's service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None

Law Enforcement

Law Enforcement Training Records

LRDA Number 20070871

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer law enforcement employee development and training. This series may contain but is not limited to employee name, social security number, badge or ID number, request for training forms, training plans, training exercises, test scores, training history, training certificates, documentation of continuing education, records documenting completion of mandatory training requirements, course outlines, courses taken, copies of course material, attendance records, weapons proficiency tests, POST certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, reports, forms, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of the employee.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.450 to NRS 289.600, NAC Chapter 289, NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Licenses, Business Background: Application

LRDA Number 20070839

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the background investigation by law enforcement of applicants for business licenses. This series includes gaming, liquor or any other type of business license listed in a local ordinance or code.	Three (3) calendar years from the date of the investigation.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 463.160, NRS 463.180, NRS 463.190, NRS 463.1605, NRS 463.230 to NRS 463.242, NRS 11.190(3)(d), NRS 11.190 (4)(a), NAC 239.165 (1)(2)	None.

Licenses, Business Background: Suspensions and Revocations

LRDA Number 20070840

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of a licensee who apparently is engaged in any conduct or transaction which could lead to the restriction, suspension or revocation of their business license.	Ten (10) calendar years from date of last action.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 463.160, NRS 463.1605, NRS 463.180, NRS 463.190, NRS 463.280, NAC 239.165 (1)(2)	None.

Law Enforcement

Licenses, FCC: Station

LRDA Number 20070838

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of obtaining licenses for radio system and other communication system operations from the Federal Communication Commission (FCC). This series may contain but is not limited to applications, permits, contracts and/or agreements, authorizations, license, logs, forms, supporting documents, correspondence, and similar data.	Six (6) calendar years from the expiration or renewal of the license.	Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	47 CFR 90.15 to 47 CFR 90.20, NRS 11.190 (1)(b), NRS 239C.210, NAC 239.165 (1)(2)	None.

Missing Persons Incident/Crime Report

LRDA Number 20071511

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports and similar records taken by law enforcement of persons (children and adults) believed to be missing or abducted. This series may contain but is not limited to reports documenting missing persons identifying information, last known location, time last seen, clothing worn at time of disappearance, driver's license information, motor vehicle information, fingerprints, photographs, dental records, x-rays, reports submitted to other agencies, other pertinent information gathered from parent, legal guardian, or next of kin, correspondence and related documents.	Retain unsolved cases Permanently. Retain solved cases for the same retention period as the applicable investigation file. If the person is located alive and no crime has occurred retain for three (3) calendar years from the law enforcement agency's close of case.	This record series contains confidential information.	NRS 432.185 to NRS 432.380, NRS 480.500, NAC 239.165 (1)(2)	See also Investigation Files.

Law Enforcement

Mobile Audio-Visual Recordings

LRDA Number 20071510

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of audio-visual recordings of law enforcement field actions. These recordings consist of event, non-event, or test recordings. Event recordings involve footage of a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Non-event recordings involve footage that do not have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or of the general activities that an officer might perform while in the field such as assisting a motorist, clearing roadways, and similar activities. Test recordings do not document encounters with the public and are usually used for training purposes and as an aid in adherence to departmental policies.	Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of ninety (90) days. Test recordings may be removed from system when no longer administratively useful to the agency.	Recordings containing confidential or sensitive information should be destroyed in a secure manner	NRS 289.830, NRS 171.080 to NRS 171.100, NRS 484E.110, NRS 484A.680, NRS 484D.560 to NRS 484D.580, NAC 239.165 (1)(2).	Any record made by a portable event recording device pursuant to NRS 289.830 (2) is a public record which may be (a) Requested only on a per incident basis and (b) Available for inspection only at the location where the record is held if the record contains confidential information that may not otherwise be redacted.

Mobile Data Computer Transmissions (MDC)

LRDA Number 20071634

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents mobile data computer transmissions such as dispatch related transactions, information checks, status updating, and messaging transactions between patrol units.	Ninety (90) days from the date of the transmission.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210 (f), NAC 239.165 (1)(2)	None

Parking Citations

LRDA Number 20071461

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are copies of parking tickets issued for meter violations and other parking infractions. Information may include but is not limited to date, time, license number of vehicle, make and model year of vehicle, officer's name, place of violation, type of violation, ticket number, and similar information.	Two (2) calendar years from the date of issuance.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 484A.700 , NRS 484B.527, NRS 484A.680	None

Law Enforcement

Parking Meter Collection Records

LRDA Number 20071463

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection and deposit of funds received from parking meters.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 266.280, NRS 484B.030, NRS 354.624	None

Pawn Shop Records

LRDA Number 20070848

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a daily transcript or report of the merchandise bought, sold, or held in pledge by pawnbrokers. Information in this series includes but is not limited to the time, date, and place of transaction, the name or other identification of the person or employee conducting the transaction, a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks, the name, age, address, and description of the person from whom the goods were acquired, the type of identification provided, the issuing agency, the identification number, the amount loaned, the number of the pawn ticket issued, and a signed statement swearing that the seller has the authority to sell or pledge these goods.	One (1) calendar year from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 646.020 to NRS 646.047, NAC 239.165 (1)(2)	None.

Peace Officer Disciplinary Action Records

LRDA Number 20070807

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents dismissals, suspensions, progressive disciplinary measures, and other actions against peace officers. This series may include but is not limited to cause statements, administrative investigation records, hearing records, findings and recommendations, appeal records, correspondence, and related records.	Three (3) calendar years after employee separation.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 284.718, NAC 239.165 (1)(2)	These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Law Enforcement

Photographs, Law Enforcement

LRDA Number 20071506

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of photographic images (stills, prints, negatives, slides, etc.) of crime scenes, accidents, domestic violence, property damage, property and similar photographs.	Retain this record series for the same retention period as the applicable incident/crime report.	None	None	Review for historical value.

Police Officer Medical Files

LRDA Number 20071465

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual police officers work related medical history. This series may contain but is not limited to medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Six (6) calendar years after the death of the police officer.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NAC 616C.088 (2), NAC Chapter 617, NAC 239.165 (1)(2)	Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

Polygraph Examinations

LRDA Number 20070851

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents polygraph examinations given to criminal suspects, prospective employees, and others. This series may contain but is not limited to pre-examination records, question sheets, polygraph charts, reports of examination results, films, audio and video recordings of examinations, chart analysis, statements, conclusions and opinion of the examiner, background information, correspondence, and related documents.	Three (3) calendar years from the date of the test.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 801.30, NRS 648.183 to NRS 648.199, NAC 239.165 (1)(2)	None.

Law Enforcement

POST Course Certification Documentation

LRDA Number 20141884

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents law enforcement training courses certified by the Peace Officers Standards and Training Commission (POST). The files may contain but are not limited to concise synopsis of the course, including, the title of the course, the intended goals of the course and specific objectives for the students in the course, detailed lesson plans, list of the intended instructors, the total amount of hours of instruction, description of the written or practical examinations, bibliography of all resource materials used to prepare the course, and related correspondence.	Three (3) calendar years from the decertification of the course or from the date the course has been superseded or no longer taught.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 289.510, NRS 289.590, NAC 289.300 to 289.320	POST is the office of record for this record series. POST is required through their records retention schedule (RDA 2010-027) to retain this data for 35 years after all officers trained by the course have left law enforcement service.

Processes, Civil Cases

LRDA Number 20070852

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents pertinent information contained/listed in writs, orders, notices, and other civil process issued by a court or other legally authorized agency or individual to be executed, posted, or published by law enforcement.	One (1) calendar year after date of service or return.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Protective Order Log

LRDA Number 20141889

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a log of protective orders served by law enforcement. Information in the log may include but is not limited to officer's name, badge/ID number, protected party information, adverse party information, and date served.	One (1) calendar year from the date the order was served.	This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 33.060 to 33.065, NRS 33.300, NRS 33.430	The clerk of the court maintains a record of each order registered pursuant to NRS Chapter 33.

Radio and Car Logs

LRDA Number 20071633

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgment.	One (1) calendar year from the date of the call.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Law Enforcement

Records Dissemination Log

LRDA Number 20070859

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the dissemination of information of an individual's criminal history. This log must contain an entry showing to what agency or person the records of criminal history were provided, the date on which the information was provided, the person who is the subject of the information, and a brief description of the information provided.	One (1) calendar year from date information was provided.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179A.130, NAC 239.165 (1)(2)	None.

Records of Convicted Person Registration

LRDA Number 20070861

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records maintained by law enforcement agencies of the registration of a convicted person required by law to register, who is living within the agencies jurisdiction. This series may contain but is not limited to individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, drivers license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents.	Twenty (20) calendar years after offender is no longer required by law to register, or if the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction ten (10) calendar years after offender leaves the jurisdiction.	Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179C.010 to 179C.220, NRS 11.190(1)(a), NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	NRS 179C.010 "Convicted person" means: a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of two or more offenses punishable as felonies, a person convicted in the State of Nevada of an offense punishable as a category A felony, a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of a crime that would constitute a category A felony if committed in this state on July 1, 2003. 2. For the purposes of this chapter, "convicted person" does not include: (a) A person who has been convicted of a crime against a child, as defined in NRS 179D.210, or a sexual offense, as defined in NRS 179D.410; or (b) Except as otherwise provided in this chapter, a person whose conviction is or has been set aside in the manner provided by law.

Law Enforcement

Records Ordered Sealed by a Court

LRDA Number 20070860

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents records ordered sealed by a court of record in accordance with state and federal laws. This series may contain but is not limited to petition notice, affidavits, data sheets, criminal history, copies of court documents, testimony of law enforcement, testimony of prosecuting attorney, hearing records, records of rehearing, evidence, signed order of the court sealing the records, access logs [detailing the authorized inspection of the records], computer printouts, microfilm, microfiche, and related documents.	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record.	The sealing of a record limits access to the record, but does not normally effect the retention period.	NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NRS 239.125, NAC 239.165 (1)(2)	Non-permanent records in this series should be destroyed in a secure manner that will prevent reconstruction of the information.

Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4

LRDA Number 20161944

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a form used by licensees to report all transactions in which an unlicensed person acquired two or more pistols or revolvers or any combination of pistols or revolvers totaling two or more at one time during five consecutive business days. In accordance with 18 USC 923 (g)(3)(a) licensees are required by federal law to send a ATF form 3310.4 to the State police or the local law enforcement agency in the jurisdiction where the sale took place.	Retain no more than twenty (20) days from the date the form is received.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	18 USC 923 (g)(3)(a), 18 USC 923 (g)(3)(b)	18 USC 923 (g)(3)(b): Except in the case of forms and contents thereof regarding a purchaser who is prohibited by subsection (g) or (n) of section 922 of this title from receipt of a firearm, the department of State police or State law enforcement agency or local law enforcement agency of the local jurisdiction shall not disclose any such form or the contents thereof to any person or entity, and shall destroy each such form and any record of the contents thereof no more than 20 days from the date such form is received.

Sale of Personal Property

LRDA Number 20161938

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of personal property by law enforcement to satisfy court awarded judgments.	Six (6) years from the date of the sale.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 248.120, NRS 11.190 (1)(a), NRS 11.190 (3)(d)	None.

Law Enforcement

Sex Offenders and Offenders Convicted of a Crime Against a Child Registration

LRDA Number 20071685

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records maintained by law enforcement agencies of the registration of sex offenders and offenders convicted of a crime against a child who are living within the agencies jurisdiction. This series may contain but is not limited to individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, drivers license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents.	The lifetime of the individual (if known) or until presumed dead at age one hundred (100), whichever is sooner. If the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction retain this series for ten (10) calendar years after offender leaves the jurisdiction.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.010 to 179D.570, NRS 213.1243, NAC 213.290, NAC 239.165 (1)(2)	None.

Special Unit/Task Force Activity Records

LRDA Number 20161924

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of special units/task forces such as Special Weapons and Tactics, (SWAT), gang units, narcotics enforcement, K-9, anti-graffiti, DUI, search and rescue, and similar special operations police units. These types of units may be ongoing, limited duration, or just organized to address a specific problem or situation, and not intended to carry on beyond a final report or activity. Records in this series may include but are not limited to activity reports, programmatic records, intelligence reports, risk assessments, community outreach records, personally identifying information, maps, diagrams, photos, blueprints, etc., related correspondence, and similar records.	Retain annual activity reports (if applicable) permanently. Retain other activity reports for a minimum period of three (3) calendar years after completion of the operation, or for ongoing operations three (3) calendar years from the end of the calendar years to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Law Enforcement

Special Watch Records

LRDA Number 20071459

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special and vacation watches performed by law enforcement at the request of residents, business owners, and the public. This series may include but is not limited to the name and address of requestor, name, address, and telephone number of the business or residence, reason for watch request, type of watch, authorizations, date and time location was checked, officer's name and number, date check ended, officer remarks, correspondence, and similar data.	Cancellation of the watch.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None

Speed-Timing Equipment

LRDA Number 20070855

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and calibration of radar guns, camera radar, and similar speed-timing devices. This series may contain but is not limited to factory certification of calibration, testing records, inspection records, records of results, maintenance and repair records, date of service or repair, equipment number, make and model, certificates, supporting documents, and similar information.	Three (3) calendar years after equipment is no longer in service.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 459.920, NRS 11.190 (3)(d)	None

Suspect Photographs (including Mug Shots)

LRDA Number 20070850

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of photographs of individuals who have been detained or arrested for various criminal offenses. These types of photographs are often used by law enforcement personnel, victims, and witnesses to aid in the identification of suspects. Information may include suspects name, address, description, date of birth, distinguishing marks or tattoos, and related information.	Add a minimum of two (2) prints to the individuals incident/ crime report or inmate file, or in a mug shot or digital photo program.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.1223 to 171.123, NAC 239.165 (1)(2)	None.

Law Enforcement

Temporary Criminal Intelligence Research and Statistical Records

LRDA Number 20121845

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document research and analysis where a person was associating with a subject suspected of criminal activity and an immediate determination as to the involvement with the subject could not be determined. The record may include but is not limited to personal identifying information, various reports with supportive documentation, maps, diagrams, photos, blueprints, etc., data entries, related correspondence, and similar information.	Retain these records for no longer than one (1) calendar year from the date of determination.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Traffic Citations

LRDA Number 20070877

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents citations issued by law enforcement to drivers violating motor vehicle and traffic laws. This series usually includes date, time, location of violation, nature of offense, driver's name, address, occupation, state licensed, license number, vehicle's license number, state, make of vehicle, violation code, citation number, officers name, and signature of person receiving citation.	Two (2) calendar years from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484D.560 to 484D.580, 484A.680, NRS 706.235, NAC 239.165 (1)(2) (1)(2)	None.

Traffic: Accident Incident/Crime Reports

LRDA Number 20070875

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of traffic accidents and the investigation of traffic accidents by law enforcement personnel. This series may contain but is not limited to name, address, and license number of driver or drivers involved, date and time of accident, location of accident, information on vehicle or vehicles involved, narrative reports regarding circumstances, diagramed description of how the accident happened, roadway description, prevailing conditions, damage reports, injury reports, name, and address of witnesses, blood-alcohol analyses, reports of incidents, citations issued (if applicable), report submitted to Department of Motor Vehicles, other various reports, forms, photos, correspondence, and related documents.	Five (5) calendar years from the date of the investigation. Retain records of accidents not investigated by law enforcement for a minimum period of two (2) calendar years from the date of accident notification.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484E.050, NRS 484C.170, NRS 484E.110, NRS 484E.120, NRS 480.360, NRS 484A.660, NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2) (1)(2)	None.

Law Enforcement

Trespass Warning Citations

LRDA Number 20181981

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of warning citations issued for trespassing. Individuals issued these warning citations do not receive any type of fine or court date.	Retain for a minimum period of one (1) calendar year from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 207.200, NAC 239.165	None.

Unmanned Aerial Vehicle Recordings – Law Enforcement

LRDA Number 20181987

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV) during law enforcement activities.	Retain recordings for the same retention period required for an equivalent hardcopy record. It is recommended that recordings that may contain personally identifiable information (PII) not be retained for more than one-hundred eighty (180) days.	If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction.	Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.112, NAC 239.165	NRS 493.112 (4) Any photograph, image, recording or other information that is acquired by a law enforcement agency through the operation of an unmanned aerial vehicle in violation of this section, or that is acquired from any other person or governmental entity, including, without limitation, a public agency and any department or agency of the Federal Government, that obtained the photograph, image, recording or other information in a manner inconsistent with the requirements of this section, and any evidence that is derived therefrom: (a) Is not admissible in a judicial, administrative or other adjudicatory proceeding; and (b) May not be used to establish reasonable suspicion or probable cause as the basis for investigating or prosecuting a crime or offense.

Law Enforcement

Use of Force Reports - No Weapon Involved

LRDA Number 20161933

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of use of force by law enforcement officers while in the line of duty. This series may contain but is not limited to use of force incident reports, investigation records, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information.	For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NRS 289.040, NRS 289.057	These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Vehicles, Maintenance and Repair Records

LRDA Number 20070880

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and repair history of vehicles used by law enforcement. This series may contain but is not limited to description of the vehicle, manufacturer's owner and repair manual, service and repair records, copies of invoices of parts and labor, routine maintenance logs, warranties, related correspondence, and similar documents.	Life of vehicle; If the vehicle is involved in an accident retain for the life of the vehicle plus three (3) calendar years.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Vulnerability Assessments

LRDA Number 20121843

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These assessments are used to document the vulnerability of physical structures to criminal activity. Records may include but are not limited to contact information, analysis reports and supporting documentation, copies of security plans, maps, diagrams, photos, blueprints, related correspondence and similar information.	Retain these records as long as they hold value to the agency.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Law Enforcement

Warrants (copy of court records)

LRDA Number 20070882

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents written orders of the court. This series may include but is not limited to informational documents related to the wanted person, teletypes, subpoena or summons, and other records relevant to the service of warrants. Warrant information usually includes date, court, judge's name, individual's name and date of birth, charge, and related information.	Until served, executed, recalled, or cancelled by the court.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 248.100, NRS 259.140, NAC 239.165 (1)(2)	None.

Work Permit/Cards

LRDA Number 20070885

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer records associated with employee work cards as required by state law, county or municipal codes. This series may contain but is not limited to a referral or hire slip from the prospective employer, work card application packet, applicant personal information, signed authorization for release of information forms, criminal history, investigative records, applicant fingerprints, applicant photograph, proof of payment of fees, and related documents.	Three (3) calendar years from the expiration, renewal, or denial of the work permit or card, or for the period required by local ordinance or code, whichever is longer.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 118A.335, NRS 648.060, NRS 599B.115, NRS 432A.175, NRS 655.070, NRS 11.190 (3)(d), NRS 11.190 (4)(a) and others, County Code, Municipal Code, NAC 239.165 (1)(2)	The purpose of the work card is to regulate businesses, trades and professions that require a high degree of supervision and that seriously affect the public health, safety, prosperity, security, comfort, convenience, general welfare and property of the State and its residents.

Work Permit/Cards for Prostitutes, All Records

LRDA Number 20070891

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer records associated with the employees of brothels (prostitutes, bartenders, managers, and others) required by county code to be licensed.	Three (3) calendar years from the expiration, renewal, or denial of the work card.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 441A.800 to 441A.815, County Code, NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e) NAC 239.165 (1)(2)	None.

Work Permits/Cards: Receipts for Work Cards

LRDA Number 20070889

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees for processing work cards.	Until resolution of an annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None